



TOWN OF LAKE PARK:

Administrative Assistant

Under the direct supervision of the Town Clerk, provides administrative and secretarial support by performing duties such as typing, filing, scheduling, compiling information relating to the Town Clerk's Department, performing financial record keeping, preparing payroll, planning and coordinating meetings and conferences, requisitioning supplies, coordinating direct mailings, and acting as project manager for special projects at the request of the Town Clerk. Must be able to maintain a high level of professional confidentiality in the performance of assigned tasks. Must be available to work some evenings. High School diploma or GED supplemented by a minimum of five years of experience in secretarial work in an administrative capacity which included organization and coordination of multiple tasks are required.

Pay Range: \$14.33 to \$23.82 per hour. Starting rate dependent upon qualifications. Deadline for Receipt of Applications: January 4, 2016 or until the position is filled. Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.